



**SUBJECT: Solicitation for U.S Personal Services Contractor
Natural Resources Advisor, GS-15**

SOLICITATION NUMBER: SOL-687-15-000003

ISSUANCE DATE: April 14, 2015

CLOSING DATE: May 5, 2015, 18:00 Local Time

Ladies and Gentlemen,

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified United States (US) citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation for services.

Interested applicants **must** submit:

(1) Form OF-612: This form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the OF-612;

(2) An up-to-date curriculum vitae (CV) or resume: Your CV/resume **must** contain but not limited to the most current

- a) work experience;
- b) education;
- c) certifications;
- d) and salary going back three years to date.

(3) Supplemental document specifically addressing the Evaluation Factors listed in the solicitation.

(4) References: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

Submittals shall be in accordance with the attached information at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-a-vis the Evaluation Factors. Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

Applications must be received by e-mail by closing date and time specified in the cover letter of this solicitation and should be submitted to E-mail: antananarivoUSAIDHR@usaid.gov

An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation and in accordance with Federal Acquisition Regulation (FAR) 15.412.

Point of Contact

Any questions regarding this solicitation may be directed to

antananarivoUSAIDHR@usaid.gov

Attention to Ms. Dany Randrianatoavina

Phone: + (261) 33 44 327 18

USAID/Madagascar reserves the right not to award any contract as a result of this solicitation. Applicants should retain for their records copies of all enclosures accompanying their applications.

Sincerely,

Miriam Onivogui

Supervisory Program Officer



**US PERSONAL SERVICE CONTRACT
NATURAL RESOURCES ADVISOR, GS-15**

- 1. SOLICITATION NUMBER** SOL-687-15-000003
- 2. ISSUANCE DATE** April 14, 2015
- 3. CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS** May 5, 2015 – 18:00, Madagascar time
- 4. POSITION TITLE:** Natural Resources Advisor
- 5. MARKET VALUE:** The position is the equivalent of a GS-15 salary (ranging from \$101,630 to \$132,122 per annum). Final compensation will be based on individual's qualifications, salary and work history, experience and educational background. Salary above the top of the pay range will not be entertained or negotiated.
- 6. PERIOD OF PERFORMANCE:** Two (2) years from date of appointment.
- 7. PLACE OF PERFORMANCE:** Antananarivo, Madagascar
- 8. EVALUATION FACTORS:** Evaluation will be done on a 100-point scale: Education – 15 points; Professional Experience – 30 points; Knowledge – 25 Points; and Skills and Abilities – 30 Points.
- 9. SECURITY ACCESS:** SECRET level security clearance
- 10. AREA OF CONSIDERATION:** U.S. Citizens only

11. STATEMENT OF WORK/POSITION DESCRIPTION:

I – SCOPE OF WORK

A- BACKGROUND

USAID/Madagascar is rebuilding its environment program following the end of a 5-year political crisis that lasted from 2009 to 2014. This crisis forced the termination of USAID's flagship environment program. Madagascar is one of the most critical bio diverse regions on the planet and a priority for conservation efforts owing to its combination of high biological diversity, endemism and degree of threats to that biodiversity. It contains 5% of global biodiversity on just 0.4% of the world's landmass and surpasses the entire African continent in biodiversity. More than 80% of its natural flora and fauna are endemic. As a result, a hectare of forest lost in Madagascar has a greater adverse impact on global biodiversity than one lost anywhere else on earth. USAID has designated it a tier 1 country for Biodiversity and the highest ranking country in Africa, which means that it is to receive priority consideration for funding, staffing and program support.

The objective of USAID's Environment program, which is under design, is to conserve biodiversity and secure natural resources while promoting resilient livelihoods. Threats to key ecosystems must be reduced in order to curb alarming biodiversity loss. This requires an investment in improved management of these ecosystems, both within and beyond the borders of formally declared protected areas in order to secure sustainable ecological functions. It also requires direct attention to the most significant threats, including the unsustainable use of forests, wildlife and other natural resources. Multiple initiatives will be necessary to transform such unsustainable offtake into more sustainable uses. Communities and other users of these natural resources currently do not have sufficient capacity or incentives to transform their practices. Building capacity and developing appropriate value chains will enable natural resources users to see the value in maintaining a healthy resource base and commit to more sustainable practices, decreasing threats and mitigating pressures. A particular focus on priority species is necessary as they are critical components to the unique biodiversity, economic impact, tourist draw, and continued scientific research in Madagascar.

B- GENERAL RESPONSIBILITIES

The Natural Resources Advisor is the Mission Environment and Natural Resources Management Team Leader. The overall responsibilities of the Environment and Natural Resources Management Team Leader are to provide leadership, vision and professional guidance to USAID/Madagascar and the U.S. Mission as a whole in the broad area of environmental conservation and natural resource management. The work is highly complex, and the political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing programs that enhance the policy and institutional environment for sustainable natural resource (land, water, forests and wildlife) management; the protection of bio-diversity, and environmental regulation. The incumbent requires a depth of technical expertise and program management skills that will allow him/her to provide leadership on these and other policy issues, meeting and collaborating on a regular basis with senior USAID and Embassy officers, other donors, high-level Government of Madagascar (GOM) officials, non-governmental organizations (NGOs), international organizations, and the private sector. His/her management decisions require the ability to identify, assess, understand, and systematize complex issues as they relate to Madagascar's broader economic, educational, cultural, and political realities that

can lead to important changes or adaptations to national policies in the natural resources/bio-diversity sphere..

The incumbent will lead the Natural Resources Office. As a member of the Mission's senior management team, s/he contributes to the overall U.S. Government goal to support the country's development to ensure that all Malagasy citizens are able to benefit from democracy, peace, security, and economic and social opportunities. S/he is the Mission's chief technical expert and resource person on natural resource management-including land, water, forests, wildlife- biodiversity, and climate change. S/he engages in policy dialogue with senior Government of Madagascar officials, other donors and international organizations. S/he represents USAID in donor groups where s/he is responsible for ensuring the coordination of USG and other donor policies and investments and coordinates closely with USAID/Southern Africa regional mission and USAID/Washington. The team leader occupies a high profile and important position in USG foreign assistance to Madagascar. S/he provides policy recommendations, as well as strategic and tactical advice, to the USAID Mission Director and Ambassador, while overseeing program planning, development and management within the Natural Resources Office. In addition to supervising his/her own staff, the incumbent periodically provides direction and advice to professionals from other USAID teams regarding environmental compliance issues or cross-sectoral initiatives.

The Environment and Natural Resources Management Team Leader directly supervises a staff of 1-2 people and manages an annual portfolio of \$2.5-\$8 million that supports the Biodiversity Congressional earmark.

C- SPECIFIC DUTIES

Specific duties include, but are not limited to:

Program Design and Management

1. Manages personnel and financial resources allowed to the Environment program and provides administrative supervision of the program on behalf of USAID/Madagascar management, including direct supervision of the Natural Resources Office (NRO) staff including the Mission Environmental Officer.
2. Provides technical expertise to influence policies and assure alignment with the NRM portfolio with Government of Madagascar development objectives, other donor programs, and other USG programs and foreign policy priorities.
3. Provides technical expertise on Environment program integration with Health, Food Security, and Democracy and Governance programming.
4. Actively collaborates with other senior managers to identify and leverage opportunities, respond to challenges, and solve problems. Takes an active interest in the work of other technical offices to maximize resource use, make programmatic linkages, encourages staff to collaborate with other teams and offices to promote a Mission-wide team spirit and improve communication.

5. Responsible for the overall planning, implementation, monitoring and evaluation of this portfolio.
6. As a recognized expert in his/her field, conceptualizes the Mission's Environment and Natural Resource Management strategy and takes the lead in the ongoing formulation of the portfolio, including preparatory sector assessments, concept papers, activity design documents, and related scopes of work, in collaboration with the Program Office.
7. Oversees NRO procurement planning, identification of new opportunities, solicitation design and technical review of applications and proposals (solicited and unsolicited) in close collaboration with the Acquisition and Assistance office.
8. Develops an appropriate program results framework and supervises design, maintenance and reporting under the NRM Performance Monitoring Plan (PMP) in support of sector strategy, USAID/Madagascar strategy, and the Mission's Integrated Country Strategy objectives.
9. Takes the lead in preparation of NRM portfolio reviews, annual reports, environmental compliance reports, Congressional Budget Justifications, and other reporting requirements. Prepares and disseminates reports as required on the impact and results of NRM activities.
10. Coordinates the input of team members and contributes directly to monitoring implementation of NRM activities, reviewing work plans and quarterly/annual reports, preparing monitoring reports, identifying key progress indicators, and undertaking field monitoring and data collection for reporting on progress of activities.
11. Prepares, facilitates, coordinates, and/or participates in assessments, conferences, seminars, or other activities related to natural resource management or related topical environmental issues in Madagascar.
12. Maintains close, cordial technical management relationships with USAID implementing partners to assure the quality, consistency and coordination of program planning, interpretation of policies and procedures, regulatory compliance and data collection for results reporting.
13. Mobilizes short-term technical assistance as needed to enhance the program.
14. Oversees bilateral and USAID/Washington contracts, grants and cooperative agreements which includes coaching CORs/AORs and Activity Managers in drafting statements of work and budgets, administratively approving payment vouchers, and performing ongoing project oversight and management. It also includes serving on technical selection committees for acquisition and assistance awards. The incumbent will likely serve as an alternate A/COR and may serve as primary A/COR as required.

Strategic Leadership, Technical Advice and Policy Dialogue

1. Establishes and maintains productive working relationships with senior GOM, donor, and other development partner organizations at the levels of Secrétaire General, Director, or CEO. Establishes close links to environmental leaders, international organizations, environmentally-related associations or businesses, and Malagasy environmental groups within civil society. Represents USAID and the U.S. Mission to Madagascar in a variety of representational events and activities.
2. Drawing on his/her broad technical expertise, represents USAID in donor technical working groups as well as other donor-Government of Madagascar working groups and task forces, and is responsible for ensuring the coordination of USAID policies and investments with those of other donors. Participates and leads multi-donor discussions of significance to Madagascar environmental policy and coordinated donor efforts to effect reforms.
3. As a recognized expert in environment and natural resource management issues, undertakes ongoing analysis of Madagascar's policy environment for sustainable natural resource management, environmental and biodiversity conservation, climate change and land reform. Provides briefings and reports as requested on all activities in these areas.
4. Provides advice and recommendations as required to the USAID/Madagascar Mission Director, the U.S. Ambassador, and other senior USG officials regarding the formulation and implementation of USG strategy for effecting policy reform as well as short- and long-term development assistance programs in these sectors.
5. Develops and coordinates strategies and implementation approaches to achieve results for the USAID/Madagascar Environment program within the overall Madagascar development context. Coordinates efforts and strategies with other USAID/Madagascar offices and draws on the resources of other USG departments, USAID/W, the U.S. Embassy in Madagascar, regional and national associations, multilateral and bilateral donor agencies, and international and Malagasy NGOs working in the environment sector. Makes decisions or recommendations that may significantly change important public policies, programs, or scientific approaches. Due to the quickly evolving nature of the field, these decisions often involve largely imperfectly defined areas and require extensive probing, consultation, and analysis to determine the scope of the problem and potential solutions. Continuing changes in the program will likely be required due to rapidly changing knowledge, technological developments and/or conflicting requirements.
6. Coordinates the NRO contributions to USAID/Madagascar's strategic planning and reporting, including assistance in formulating and implementing USAID's annual Operational Plan and Performance Plan and Report. Develops refinements of the USAID Environment strategy based on continuous assessment of developments within the strategic objective domain. Determines

what additional analyses, assessments, or reviews are required for the successful implementation of the Environment program as a whole.

7. Serves as a link between the Mission, senior Malagasy Government officials, and USAID implementing partners in the area of natural resource management and environment-related reforms. Liaises with other USAID offices which may be impacted by environmental policy changes and reforms, as well as with multilateral and bilateral donors.
8. Oversee all monitoring, evaluation and reporting for activities under his/her areas. Coach staff in preparation of data and narratives for annual planning and reporting documents; gather information for ad hoc requests; and provide success stories and other program write-ups for public dissemination.

Undertake other tasks, as assigned.

II. POSITION ELEMENTS

Supervision Received:

Work will be performed under the general direction of the Mission Director. The incumbent will be expected to work independently, with minimal oversight in directing the work of the Natural Resources Office.

Supervision Exercised:

The incumbent will exercise the full range of normal supervision over all NRO FSN team members, providing overall policy guidance and coordinating the work of these employees to achieve program objectives.

Exercise of Judgment:

A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals in the Madagascar Mission (USAID and other USG agencies at post), as well as GOM officials, other donor counterparts, and USAID implementing partners. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used making independent judgments that can be defended as necessary.

Authority to Make Commitments:

The incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so. The incumbent must take action and establish priorities based on available guidelines and professional judgment. The incumbent may negotiate ad referendum for the supervisor.

Nature, Level, and Purpose of Contacts:

The incumbent serves as a primary point of contact for USAID's Environment program. S/he will establish contacts up through senior level of government to the level of Minister as well as with heads of partner donor agencies.

Contact with the USAID Program, Executive, Contracting, Regional Legal Advisor, and Controller's Offices; USAID HPN Office and the Food Security and Disaster Assistance Unit; USAID/Washington Offices (Economic Growth, Education, and Environment and Africa Bureaus); US Embassy Political/Economics, Public Affairs, and Office of Security Cooperation and other Embassy senior staff is for the primary purpose of giving or obtaining information; explaining, interpreting, or advising on noncontroversial matters such as professional, technical, or operational requirements; or conveying work plans, opinions, and program information.

Where the primary purpose of the contact is to: formally represent the organizational unit and to give or obtain technical opinions, explain and interpret policies and objectives, and to seek acceptance of recommendations on professional and/or administrative matters, which may be controversial or novel, the contact does not involve policy making except within the scope delegated by the supervisor. These include: USAID Mission Director; Deputy Chief of Mission, U.S. Ambassador, Government of Madagascar Ministries of Environment, Water, Energy, and Finance; Donors (World Bank, European Union, French Cooperation and French Agency for Cooperation, Japanese Embassy and JICA, GIZ, etc.).

The incumbent's contact with USAID implementing partners (contractors, grantees, cooperating agents, etc.) is primarily to formally represent the Mission for a specific sector, program or staff operation and to furnish expert advice and recommendations on professional or administrative matters (primarily to high-level administrative and technical personnel who have policy making, program-planning or comparable responsibilities). This includes: interpreting and defending policies and objectives; negotiating changes; discussing implications of alternative proposals, policies and procedures; and developing understanding and acceptance of recommendations.

Interpersonal and communication skills:

Excellent verbal communication skills, tact and diplomacy are required to make and maintain productive contacts with senior Malagasy Government, non-governmental, and private sector officials. Verbal communication skills are also needed to advise senior USAID and U.S. Embassy officials, negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

12. PLACE OF PERFORMANCE:

USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105
Madagascar

13. MINIMUM QUALIFICATIONS AND EVALUATION FACTORS:

The incumbent should meet the following requirements in education, work experience, knowledge, and skills and abilities to be able to carry out the aforementioned duties and responsibilities

Education (15 points)

At least a Master's Degree in a field relevant to the duties described above such as environment/natural resource management, forestry, environmental economics, wildlife biology or conservation, sustainable agriculture, or a related discipline. In cases of exceptional work experience, other relevant graduate degrees and/or work experience will be taken into consideration. Level IV English (fluent) and level III French ability are required.

Prior Relevant and Overseas Work Experience (30 points)

A minimum of 5 years of hands-on experience at an advanced management level, demonstrating sound and independent judgment, leadership and interpersonal skills, and ability to strategize, develop and effectively implement programs is required.

A minimum of 5 years professional experience in international development is required, with strong experience and background in areas such as environment and natural resource management policy, biodiversity conservation, community-based natural resource management, land tenure and property rights, forestry and/or sustainable development. Professional experience related to personnel and project management, monitoring and evaluation, and additional technical experience in any of the above areas is also highly desirable.

Also required is professional experience demonstrating management abilities, including: management of teams; ability to prioritize activities and implement numerous assignments concurrently; respond quickly, effectively and flexibly to wide-ranging requests; and operate effectively in a cross-cultural setting. Strong interpersonal skills and a proven ability to engage productively with colleagues at all levels are paramount.

Knowledge (25 points)

Broad knowledge of international development programs and policies relating to natural resource management, environmental policy, land tenure, and NRM development institutions is mandatory. Knowledge and skill in conceptualizing programming, policies, and plans, and developing strategies for their implementation is required. Incumbent should be able to influence government priorities and direction to ensure the emergence of a conducive enabling environment for conservation of natural resources and sustainable development in Madagascar.

Skills and Abilities (30 points)

Ability to assess priority host country social and environmental development assistance needs and to negotiate with highest level government officials on sensitive political, policy and country program priorities is required.

Full familiarity with USAID policies, programming and management precepts is highly desirable. Ability to effectively plan, direct, administer and supervise USAID country programs is required.

Analytical ability to interpret public policies and assist in the development of revised policies, as required, that improve the enabling environment for environmental protection and conservation,

natural resource management, and economic growth.

Strong interpersonal skills and ability to work in a multi-cultural setting required. Experience supervising and/or leading teams of professionals are required. The incumbent must demonstrate the ability to work on his/her own, as a member of a team or office, and as a mentor to junior staff, proactively working to achieve consensus on policy, project and administrative matters. Ability to effectively motivate and supervise staff, understand basic human needs, respect national pride and sensitivity of others.

Excellent verbal communication skills, tact and diplomacy are required to make and maintain productive contacts with senior Malagasy Government, non-governmental, and private sector officials. Verbal communication skills are also needed to advise senior USAID and U.S. Embassy officials, negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

Good computer skills are highly desirable to manage activity goals and achievements, both program and financial. Other required skills include project design, implementation and grant and contract management, financial management, performance monitoring, and evaluation.

The incumbent must be a U.S. citizen, and must have a U.S. Government (USG) Secret Security Clearance, or the ability to attain one is required. The successful candidate must be sufficiently experienced to understand the needs of the Mission.

The incumbent must have the ability to obtain a Department of State medical clearance for Madagascar

14. BASIS OF RATING

Applicants who meet the Education/Experience requirements will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

13. START DATE:

The Contractor should be available to start as soon as possible subject to appropriate medical and security clearances.

14. POINT OF CONTACT :

Ms. Dany Randrianatoavina
antananarivoUSAIDHR@usaid.gov
Phone: + (261) 33 44 327 18

15. INSTRUCTIONS TO APPLICANTS:

A) APPLYING

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

1. **OF-612, Optional Application for Federal Employment Form**

Qualified applicants are requested to submit complete and hand-signed Optional Application for Federal Employment (OF-612) available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the OF-612.

2. **Application Letter, Resume/Curriculum Vitae**

Applicants shall submit an application letter and a resume which will contain the following information:

- a) **Personal Information:** Full name, mailing address (with zip code), email address, day and evening phone numbers, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- b) **Education:** high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) **Work Experience:** provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, applicants should highlight or make special note of relevant significant awards and achievements;

3. **Appendix**

Supplemental document specifically addressing the Evaluation Factors shown in the solicitation: applicants are required to address each of the Evaluation Factors on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Other pertinent information related to the qualifications required for the position, including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested). Be sure to include your name and the announcement number at the top of each additional page. Failure to address the selection and/or Evaluation Factors will result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

4. Reference Persons

Applicants are required to provide three (3) to five (5) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

5. Marking Application

To ensure consideration of applicants for the intended position, please mark **SOL-687-15-000003 [your name]** on your e-mail subject line.

6. Application Submission

Applications must be received by May 5, 2015, 18:00 local time via email at the address: antananarivoUSAIDHR@usaid.gov

Please note that attachments to e-mail must be in Word format (.doc) and Adobe Acrobat format (.pdf) only. Applications in zip or other compressed format will be rejected.

7. Late Submissions

Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 18:00, local time (GMT+3), on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information. USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

B) SECURITY AND MEDICAL CLEARANCES

i) Medical Clearance: Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver to work in Madagascar. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii) Security Clearance: Prior to signing a contract, the selected individual will be required to obtain a security clearance at SECRET level. Temporary security clearances will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

C) LIST OF REQUIRED FORMS FOR PSCs

- Optional Form 612. Found at <http://www.usaid.gov/forms>

Other additional forms, some of which are listed below shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

- DS 6561, Pre-Assignment for Overseas Duty for Non-Foreign Service Personnel. Found at <http://www.state.gov/m/med/c35188.htm>
- Request for Security Action (AID 6-1)
- SF-86, Questionnaire for Sensitive Positions (for National Security)
- Finger Print Card (FD-258)
- Fair Credit Reporting Act of 1970, as Amended (AID 500-4)
- Foreign Activity Data (AID 6-85)
- OF-126, Residence and Dependency Report

16. REGULATIONS/BENEFITS/ALLOWANCES

i) USAID Regulations:

1. Contract Information Bulletins (CIBs): AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this web site <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which CIBs apply to this contract.
2. AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D - Direct USAID Contracts with U.S. Citizens or U.S. Residents for Personal Services Abroad found at: http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf is the primary regulation governing USPSCs for USAID.

ii) Benefits, Allowances and U.S. Taxes: As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (however, as conditions at post change, benefits and allowances may also be changed):

1. Benefits:

- a) Employee's FICA Contribution
- b) Annual Contribution towards Health and Life Insurance
- c) Pay Comparability Adjustment - - Annual across the board salary increase for USG employees and USPSCs
- d) Worker's Compensation
- e) Annual increase
- f) Vacation and Sick Leave
- g) Access to Health Unit if employee and/or dependents are medically cleared to serve at post of assignment

2. Allowances * (If Applicable):

- a) Post Differential (Section 500)
- b) Living Quarters Allowance (Section 130)
- c) Temporary Lodging Allowance (Section 120)

- d) Post Allowance (COLA)(Section 220)
- e) Supplemental Post Allowance (Section 230)
- f) Payment During Evacuation (Section 600)
- g) Education Allowance (Section 270)
- h) Separate Maintenance Allowance (Section 260)
- i) Danger Pay (Section 650)
- j) Educational Travel (Section 280)

* Dept of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas)

3. In-Kind Allowances:

The USG will provide the following in-kind allowances, on par with US Direct Hires at the same location, in lieu of some allowances in paragraph “2. Allowances* (If Applicable)” above:

- a) Housing
- b) Furniture
- c) Appliances
- d) Furnishings (drapes/blinds, rugs, lights, etc.)
- e) Utilities
- f) Guard Services for Residence

4. Federal and State Taxes:

a. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes and these will be withheld from compensation payments.

b. State Taxes: USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee’s state of official residence.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION